



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Hospitality Justification Form – Effective Immediately

DATE: October 26, 2023

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Accounts Payable & Travel has created a new Hospitality Justification Form.

- The Chancellor's Office (CO) has revised the Hospitality Policy with many changes, including the requirement for campuses to have a Hospitality Justification Form.
 - The campus is working on making the necessary changes to comply with the new policy. Be on the lookout for the new updated policy.
- Effective immediately, the attached hospitality justification form is required to be attached to all hospitality transactions.
 - Submit the form along with supporting backup documentation such as an invoice, itemized receipt, event agenda/flyer, and list of attendees and their relationship to the University (if needed) when requesting payment, reimbursement, or reconciliation.
 - The form is needed for audit purposes to standardize documentation and replaces memos previously used.
 - The hospitality justification form can also be found under Accounts Payable & Travel on the [ABA Forms webpage](#).

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, aba-fin-ap-travel@csus.edu, ext. 86476.